

28 October 1988

MEMORANDUM FOR: Deputy Director of Training and Education

25X1 FROM:

[redacted]
Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (24 October - 4 November 1988)

Where We Are

25X1 1. I met with [redacted] today to discuss the status of the secretarial learning facility and associated courseware for the New Headquarters Building. I am persuaded that Betty has finally managed to come up with a game plan that will make it possible to get this program off the dime. I would be happy to discuss details with you, but I suspect Betty would like to have the pleasure at her next biweekly.

25X1 2. [redacted] and members of the Visual Aids Section attended an exposition at the Federal Computer Conference. They saw a number of demonstrations and looked at a variety of equipment that might be of use to OTE. Randy brought back several pounds of brochures that he will be glad to share with anyone who is interested.

3. CBTG recently received some early output from the two contractors working on the ELECTAS course. In both cases the material is incomplete, but was sent for review to detect early problems with content and style. Both of the individuals doing the work are experienced authors who work well with the client.

25X1 4. OTE/Logs is storing the equipment arriving for the New Headquarters Learning Center [redacted]

5. The current rate of video duplication requests exceeds the time available to fill them. To compensate, some jobs have been sent to P&PD so as not to inconvenience customers.

6. The Visual Aids Section created several logo ideas for the OTE Learning Centers. They will be used on plastic bags for learning center loans.

7. The Television Production Section has completed two-thirds of the script for THE SOVIET INTELLIGENCE OFFICER.

25X1
SECRET

Where We Are Going

25X1

8. [] will be conducting a field test of units 3 and 4 of the Operational Records I course on 2 and 4 November. As with the trial for the first two units, the test group will be the members of a regularly scheduled running of the course.

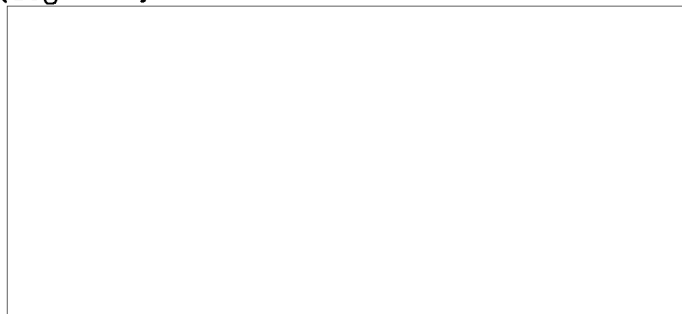
9. The Television Production Section will shoot the bulk of LTD ORIENTATION next week.

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10. [] people plan a Kodak stat camera demonstration for next week.

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11. I will meet with the STO's (regularly scheduled meeting) on 3 November (1030 hours).



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Administration Division Weekly
24-28 October 1988

Conferencing

Forwarded changes for DCI Conference 30 October-1 November.

Forwarded late requirements for Information Systems Board Conference chaired by Executive Director on 3-4 November.

Space

C/AD, DC/AD, and C/Logs visited E street with C/SACTD and C/WOTD to check progress of renovations.

A revised design for secretarial classroom in East Bldg. has not yet been initiated due to a request to have Safety Staff survey the proposed use.

Miscellaneous

25X1 C/AD, DC/AD, C/Pers, C/Logs, C/B&F, C/Registry and Security Officer attended OTE Managerial Conference [] on 26-27 October.

25X1 Darlene attended the course "Improving Verbal Communications" []
25X1 [] 25 and 26 October.

25X1 Good-byes. To [] who leaves us for Insurance Branch. To Greg
25X1 [] who is going to Procurement Division.

Personnel

On 24 October, C/PB attended the TA Task Force meeting to address concerns regarding positions and duties for TA's.

25X1 DC/PB briefed [] during their Headquarters orientation trip on personnel functions.

Panel Support

-- Continued work for the GS-11 General and LIP Panels.

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Logistics

GSA conducted its annual inspection of all fire extinguishers in CofC.

Showers will be operational 31 October.

New kitchen for 1006 received and will be installed in the next couple of weeks.

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31 October 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

Director, Center for the Study of
Intelligence

SUBJECT: Weekly Report/CSI

The Center for the Study of Intelligence conducted the second
running of Headquarters Familiarization on 26 October 1988 for 37

The highlights included a tour of the Operations
Center and briefings by Central Cover Staff and OTE personnel.
Other than loudly complaining about having to pay for coffee and
doughnuts, the program was a success. The next running is scheduled
for 30 November.

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